

From

The Transport Commissioner (in Charge), Kerala  
Thiruvananthapuram

To

**All DTCs/RTOs/JRTOs/MVI (Check Post)**

Sub: - Motor Vehicles Department - Implementation of **e-Facility Management System** (e-FMS) - Report - Reg

Ref: - 1. G.O (Rt) No.584/2013/Tran Dated. 26-12-2013  
2. Work Order No. M-IT4/4805/TC/2011 Dated. 03-04-2014  
3. This office letter of even no. Dated. 19-05-2014

I invite your attention to the references cited. Government, vide reference 1<sup>st</sup> cited accorded sanction for awarding the contract to Nortech Infonet (P) Ltd for the implementation of Web based Asset Tracking & Management Software in Motor Vehicles Department. Accordingly, vide reference 2<sup>nd</sup> cited above, Department have given work order to M/s Nortech Infonet (P) Ltd for the implementation of **e-Facility Management System** (e-FMS) software in all the offices to manage the Facility Management Services. Department vide reference 2<sup>nd</sup> & 3<sup>rd</sup> cited also have issued instruction to all the offices and CDIT for the implementation of **e-FMS** to manage stock register (ICT & Office Equipments Asset register, Stationery, consumables), Distribute stationery



to employees, raise service request (Facility Management Services, Software related issues etc)). Therefore, you are requested to submit the compliance report in the proforma attached herewith within a week.

Yours Faithfully

Sd/-  
Transport Commissioner(i/c)

Note:

- a. e-FMS software can be accessed through web browser by typing the Ip Address: **10.64.10.182**
- b. Login ID: PEN (SPARK Permanent Employee Number)
- c. Password: PEN (SPARK Permanent Employee Number)
- d. Video Tutorial can be downloaded from e-FMS (Facility Management System – Repository).
- e. Help Desk @ Transport Commissionerate: Shri Lesli Thomas K.A (Nortech) Phone: **0471-233337** extn **208**, Mob: **96339 77237**

Copy to (e-mail):

1. Shri P.A Sathyan, Asst. Transport Commissioner, Transport Commissionerate for information.
2. Shri P.M Shaji , Joint RTO, Trivandrum (Nodal Officer, SSG Cell) for information.
3. Shri Anirudhan.S, System Supervisor, Transport Commissionerate for information and necessary action.
4. Shri Harikumar K R, Project Manager, CDIT for necessary action. (He is directed to arrange training to the CDIT support Personnel for supporting employees of MVD.)

Approved for Issue

  
Senior Superintendent

R/  
1-7/14

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## e-Facility Management System (e-FMS) – Implementation Report 2014

Name of Office

This is to certify that e-Facility Management system has been implemented in this office with the assistance of C-DIT support personnel.

All the employees have watched the video tutorial and are able to

a. raise the service complaints of Facility Management Services (CDIT), smartmove software etc,

b. officer in charge of store section has updated the ICT & Office Equipments Asset Register, added stationery and consumable stock delivered by CDIT, distributed the stationery to employees using the facility in e-FMS.

c. Supervising officers are able to monitor the complaint status, balance stock of stationery and consumables, Asset Register of ICT & other office equipments.

Name, Designation, Signature with Date of DTC/ATC/RTO/JRTO/MVI (MVCP)

Office Seal